

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY BOARD MEETING
May 23, 2019**

PRESENT: Patricia Finder-Stone, Bev Bartlett, Linda Mamrosh, Mary Johnson, Mary Derginer, Randy Johnson, Dennis Rader, Eileen Littig, Megan Borchardt

EXCUSED: Amy Payne, Tom Smith, Sam Warpinski

ABSENT: Deb Lundberg, Arlie Duxtater

ALSO PRESENT: Christel Giesen, Debra Bowers, Kristin Willems, Denise Misovec, Anh Tran, Kimberly Gould, John Holzer, Mary Schlautman, Jessi Arvey, Angela VanAsten, Steph Mommaerts, Holly Kinnard, and Spencer Smet.

The meeting was called to order by Chairperson Finder-Stone at 8:30 a.m.

PLEDGE OF ALLEGIANCE:

INTRODUCTIONS:

ADOPTIONS OF AGENDA:

Ms. Littig/Ms. Derginer moved to adopt the agenda. **MOTION CARRIED.**

APPROVAL OF MINUTES OF REGULAR MEETING OF APRIL 25, 2019:

Supervisor Borchardt/Ms. Bartlett moved to approve the minutes for the April 25, 2019 Meeting. **MOTION CARRIED.**

COMMENTS FROM THE PUBLIC: None

FINANCE REPORT:

REVIEW AND APPROVAL OF APRIL 2019 FINANCE REPORT:

Ms. Bowers referred to the April, 2019 Financial Highlights and ADRC Summary Report to demonstrate the expenses and revenues for April, 2019.

MS. Littig/Supervisor Borchardt moved to approve April, 2019 Financial Highlights & ADRC Summary. **MOTION CARRIED.**

REVIEW OF DONOR DIRECTED DONATIONS REPORT FOR APRIL 2019:

There were no donor directed donations in April 2019. In April 2019, there was an expenditure for refreshments for a Purple Angel event donated by Associated Bank for that purpose the previous month.

DEPERE DINING SITE PILOT OPPORTUNITY:

Ms. Gould explained that the ADRC would like to trial a reduction in congregate service days at the De Pere Community Center. The De Pere Dining Site has experienced low congregate attendance over the past several years with little change since 2015. Just as the ADRC has evaluated low attendance and congregate nutrition needs in other areas of the county, the ADRC Outreach Specialist is placing special attention to the De Pere site. Through outreach with residents and area professionals, revitalization efforts that align with feedback received, have begun, to include:

- rebranding to 'Grant Street Landing',
- new congregate brochure registration forms,
- new signage,
- a closer partnership with De Pere Community Center staff,
- increased programming around meal time
- plans to pilot the discontinuation of current reservation requirement
- plans to pilot longer serving window

While De Pere's total congregate meals served remained unchanged for several years, the ADRC has noticed an increase in unduplicated customers, from 18 in 2015 to 73 in 2018. This indicates success in getting more people in the door; however, these customers are either not returning or dining less often. The ADRC would like to pilot a serving day reduction from Monday through Friday to Monday, Tuesday and Thursday. Currently, the site averages 4 diners on Wednesdays and 2 on Fridays. The goal is to increase the number of diners on 3 serving days in order to enhance the socialization experience of current and new diners.

Mr. Johnson/Ms. Derginer moved to approve to pilot serving day reduction from five days to three days at the De Pere/Grant Street Landing congregate meal program/site. **MOTION CARRIED.**

IN-HOME WORKER UPDATE-PROCESS IMPROVEMENT PROGRESS:

Ms. Schlautman explained the history of the In-Home Worker program explaining that it is not a core ADRC service but was identified as a community need at the inception of the program. Ms. Schlautman explained that the workers are not employed or supervised by the ADRC. Ms. Schlautman along with a task force of ADRC employees has been evaluating the program since the retirement of the part time I&A staff worker in 2017 that was facilitating the program. Ms. Schlautman shared her findings:

- The overall number of successful matches between a customer and an IHW averaged to be only one-third.
- Two changes were made to the way matches were made during the process improvement project in an effort to increase the number of successful matches and/or to reduce the time needed for staff to manage the program. Neither resulted in desired outcomes.
- There has been an increase of home care agencies that provide services. There have been workers from home care agencies that left the agency and wanted to be on the IHW list thus leaving the agency short on caregivers. The ADRC does not wish to contribute to the caregiver shortage.
- There has been an increase in agencies that provide respite, transportation, and housekeeping services at reasonable rates for the customer. These agencies can provide the currently registered In-Home Workers the opportunity to gain other employment.
- In-Home Workers are taking more management and oversight from the transition team due to complaints, specialized scope of service requests, and frequent requests for referrals.

Additional conversation ensued.

It is Ms. Schlautman's recommendation to discontinue the In-Home Worker program at the end of 2019.

Mr. Johnson/Ms. Derginer moved to approve the discontinuation of the ADRC In-Home Worker program effective December 31, 2019. Mr. Johnson, Ms. Derginer, Ms. Johnson, Ms. Finder-Stone voted in favor (4). Ms. Mamrosh and Ms. Littig voted against (2), Supervisor Borchardt Abstained (1). **MOTION PASSED.**

DIRECTORS REPORT:

A. BOARD MEMBER CHANGES:

Ms. Giesen shared that circumstances for possible resignation of a board member due to a conflict of interest have changed since the agenda was created. This item no longer requires discussion.

B. HVAC PROJECT: NET ASSET REQUEST:

Ms. Bowers explained the reasons for the request for net assets to be released to cover additional costs of the HVAC project. Ms. Bowers explained that required roof replacement at 331 S. Adams pushed the needed amount over the committed net assets to complete the project. In addition, there were additional HVAC requests to include:

- Heating & Cooling upgrades in mechanical room
- Venting needed in kitchen and office
- Variable Air Venting throughout the building

Ms. Bowers then explained the specific need and additional cost of the mechanical room reorganization project.

Ms. Littig/Ms. Johnson moved to approve the requested range of \$75,000 to \$80,000 in net assets for HVAC project completion/additional HVAC request and for cost of mechanical room reorganization as requested. **MOTION CARRIED.**

C. POLICY REVIEW: RELEASE OF RECORDS:

Ms. Giesen explained that a new policy regarding the release of records was created. The policy assures that confidentiality is maintained and proper steps are taken when a customer or representative requests records from the ADRC. It also ensures that records of requests are properly maintained. The ADRC policy is consistent with that of Brown County.

Mr. Rader/Ms. Bartlett moved to approve the updated Release of Records Policy. **MOTION CARRIED.**

STAFF REPORT: SUPPORT TEAM-KRISTIN WILLEMS:

Ms. Willems shared the unit vision and mission for the ADRC Support team. Ms. Willems explained that she is proud that 2 office assistants have moved into other departments within the ADRC. This is tremendously helpful to the agency as these employees bring a knowledge and understanding of the ADRC from their experience to their new positions. Ms. Willems shared unit goals, recent accomplishments and challenges. Ms. Willems then introduced the Office Assistants. Each office assistant reviewed the main duties they perform at the agency including current projects/goals and also accomplishments in the past year. The board and Ms. Giesen thanked the team.

LEGISLATIVE UPDATES-ADVOCACY DAY REFLECTIONS:

Chairperson Finder-Stone and Supervisor Borchardt attended the Advocacy Day in Madison. Supervisor Borchardt explained it was well attended with over 300 people there. Chairperson Finder-Stone shared the advocacy topics that were discussed including:

- Expansion of Dementia Care Specialist program
- Increased Specialized Transportation needs
- Medicare/Medicaid expansion
- Healthy Aging
- Need to increase in Elderly Benefit Specialists

NEXT MEETING – ADRC Board, at 8:30 AM on July 11, 2019 at 300 S. Adams St. *(Time has since been changed to 9:30 AM)*
Executive & Finance Committee Meeting/Finance 101 at 8:30 AM on June 27th, 2019 at 300 S. Adams St.

ADJOURN:

Mr. Johnson/Supervisor Borchardt moved to adjourn the meeting. **MOTION CARRIED.**

The meeting adjourned at 10:30 a.m.

Respectfully Submitted,
Kristin Willems,
Administrative Services Coordinator